

Audit & Governance Committee Action Tracking

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A3/22	26 June 2022	Draft Annual Governance Statement	To look at the governance around the Surrey Forum and the strategic boards once they had matured.	Committee Manager/Dir Law & Governance	Workplan updated and item put in for March 2023. To liaise with Exec Dir Prosperity, Partnerships & Growth/Leader for report
A4/22	28 Sept 2022	Internal Audit Progress	That the Home to School Service Manager (Gerry Hughes) be invited to the January 2023 meeting of this committee to give an update.	Committee Manager	Nov 2022: Service Manager has been invited and accepted invitation to January Committee meeting.

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COMPLETED RECOMMENDATIONS/REFERRALS/ACTIONS – TO BE DELETED

A8/21	29 November 2021	A&G administration Discussed outside of meeting	a) Review report template – to include executive summary and have a limit to length of reports	Committee Manager	Nov 2022 – <i>An officer working group regularly reviews all committee templates, including legal requirements. An executive summary is included in reports for all committees, normally under the introduction or background sections. Report authors have been requested to limit the length of their reports and this is monitored. Propose to close the action.</i>
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